



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 731.5

Job Title: **CHIEF SANITARIAN**

Pay Grade: 28

GENERAL SUMMARY:

Supervises the daily activities and technical inspections for all departments within a specific Health Inspection section.

RESPONSIBILITIES:

- Manages major department function; establishes goals to evaluate section's performance, develops and evaluates subordinates and manages budget.
- Plans, designs and coordinates technical inspection and educational programs and upgrades the bureau's programs for a specific Health Inspection section or bureau.
- Supervises the daily inspection activities of public and private establishments and locations. Provides technical consultation and advice to Sanitarians I, II and III.
- Handles employee recruitment and selection, performance appraisal, discipline and counseling.
- Furnishes public health information to the public, business owners, government agencies, civic or education groups. May speak to civic clubs, industry personnel, or other groups as requested.
- Acts as liaison with food industry, legal entities, and other government agencies. May provide expert testimony and represent the City in court cases.
- Develops policies, procedures, goals and objectives.
- Acts as intradivisional liaison with other bureau chiefs.
- Implements stringent enforcement programs.
- May administer the Quality Assurance Self Inspection Program and conduct outside seminars.
- May administer the Food Certification Program and teach specialized courses.

SPECIFICATIONS:

KNOWLEDGE:

A Bachelor's degree that includes 15 hours of Natural Science courses is required. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

SPECIFICATIONS: (continued)

EXPERIENCE:

Seven years of experience as a registered sanitarian are required.

License: A State of Texas Registered Sanitarian Certificate is required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Sanitarian I
- Sanitarian II
- Sanitarian III
- Chief Sanitarian